

AIR RESOURCES BOARD PUBLIC RECORDS REVIEW POLICY

The Air Resources Board (ARB) has a duty to maintain permanent and archival records as presented to you today. (See Government Code sections 14740-14774 and State Administrative Manual section 1600 *et seq.*) We apologize for any inconvenience this may cause you, but we require that you follow these procedures:

- Registration:** Please check in with the Public Records Coordinator and complete a California Public Records Review Form if necessary.
- Personal Belongings:** Personal items such as briefcases, computer covers/cases, backpacks, purses and folders are not allowed in the public records review area. Paper and pencils only are permitted in the review room and will be provided by the Public Records Coordinator upon request.
- Hours:** The review room is open by appointment only from 8:30 a.m.-4:30 p.m. Monday through Friday excluding state holidays.
- Services:** Photocopies are available for a fee. ARB staff usually can usually complete copy orders of up to 40 pages/day for a researcher providing that staff is available that day. The cost is \$.25 per page. Copies may be made by your private copy services with prior arrangements through our Public Records Coordinator. Duplications of public records on compact disks is \$.60 per disk and other external copying services, such as reproducing videos and audio cassettes will be made at the direct cost to the requester. Additional public records will not be retrieved for researchers after 3:30 p.m.
- Care/Handling:** Please exercise all possible care to prevent damage to the provided public records. Records should not be written on, folded anew, traced or handled roughly. Unbound documents are to be kept in the order in which they are received. Use pencils only for taking notes. This will preclude accidental ink marks on records. Pencils, paper and post-it notes to mark pages for copying are available upon request.
- Equipment Use:** Personal computers, photocopiers, typewriters, and tape records may be used with the permission of the Public Records Coordinator.
- Prohibited Activities:** Eating, drinking, smoking or loud talking is prohibited in the review area. Use of cellular phones is permitted. Public records will not be removed from the research area under any circumstance.

CALIFORNIA PUBLIC RECORDS REVIEW FORM

Please complete the following information. All information provided is confidential under Government Code section 6254(j).

Name: _____

Affiliation: (if any) _____

Phone Number: _____

Subject of Research: _____

I have read and understand the rules and procedures of the Air Resources Board Public Records Review Policy as explained on this form.

Signature

Date